



**Department of Energy**  
Washington, DC 20585

**WEATHERIZATION PROGRAM NOTICE 03-7**  
**EFFECTIVE DATE:** September 28, 2003

**SUBJECT:** GRANTS.GOV: DUN AND BRADSTREET UNIVERSAL NUMBERING SYSTEM (DUNS) AND CENTRAL CONTRACTOR REGISTRATION (CCR)

**PURPOSE:** To remind States of the need to obtain a DUNS number and to register in the CCR for grant applications and recipients in preparation for Grants.gov implementation. It is anticipated that the Weatherization Program will be transitioned to Grants.gov by October 2004.

**SCOPE:** The provisions of this guidance apply to all grantees applying for financial assistance under the Department of Energy (DOE) Weatherization Assistance Program.

**BACKGROUND:** Title IV, Energy Conservation and Production Act as amended authorizes the Department of Energy to administer the Low-Income Weatherization Assistance Program. All grant awards made under this Program shall comply with applicable law, including regulations contained in 10 CFR Part 440, and other procedures applicable to this regulation as DOE may from time to time prescribe for the administration of financial assistance.

Grants.gov is required by the President's Management Agenda: "Agencies will allow applicants for Federal grants to apply for and ultimately manage grant funds online through a common web site, simplifying grants management and eliminating redundancies in the same way as the single procurement portal will simplify purchasing." The purpose of Grants.gov is to provide a unified interface for all agencies to announce their grant opportunities, and for all potential grantees to find and apply for grants. Grants.gov will eventually be the single location to receive and submit grant applications for the Federal government.

**PROCEDURES:** Beginning October 1, 2003 all applications for Federal grants or cooperative agreements will be required to include a Dun and Bradstreet Data Universal Numbering Systems (DUNS) number. Most Weatherization grantees have already obtained a DUNS number however, if one is needed, it can be obtained, at no cost, by calling the toll-free DUNS Number request line at 1-866-705-5711 or accessing the D&B Web site at [www.dnb.com](http://www.dnb.com).

According to the web site, it could take up to 30 days to receive your DUNS number. We urge you to call and get your number before the end of September. For complete details of this new requirement see Federal Register, Volume 68, No. 124, Friday, June 27, 2003/Notices, pages 38402-38405.

In order to help centralize information about grant recipients and provide a central location for grant recipients to change organizational information, the government will be using the Central Contractor Registry (CCR), at [www.ccr.gov](http://www.ccr.gov), for grant applicants and recipients. Use of the CCR is to provide one location for applicants and recipients to change information about their organization and enter information on where government payments should be made. The registry will enable recipients to make a change in one place and one time for all Federal agencies to use.

As more information and details regarding Weatherization's transition to Grant.gov becomes available, DOE will provide it to the network. Over the coming months, DOE will be available at several venues to discuss directly with the States how this new system will work.

A handwritten signature in black ink, appearing to read 'J. Millhone', with a long horizontal flourish extending to the right.

John Millhone  
Program Manager  
Office of Weatherization and Intergovernmental Program  
Energy Efficiency and Renewable Energy